



**CITY OF
TUCSON**

VOLUNTEER OPPORTUNITY

Position Open: Monday, June 5, 2006, until sufficient applications received.

Position Title: Records Center Docent

Department/Division: City Clerk – Elections and Records Management

Time Commitment: 4-6 Hours - One Day per Week (Mon – Fri, between 9 am – 4 PM, other hours as needed for scheduled tours)

Location: City Records Center – 4300 South Park Avenue (Free parking)

Report to: Lisa Cole – Records Manager
Debbi Al-Houssni – Election Specialist

Position Description: The City Clerk's Records Center houses the City of Tucson Archive. The archive is a collection of important papers, maps, and artifacts that document the history of Tucson. A Docent is a teacher and guide, educating the community about the how the City of Tucson has evolved. This is an exciting and challenging opportunity to help create and develop a script and tour of the City Clerk's City of Tucson Archive and Records Center.

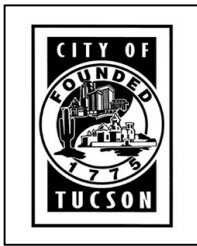
Duties: Assist with the development of Archive and Records Center tour. Assist with outline and composition of tour script. Serve as a host at the City Records Center Archive and Records Center to provide a welcoming atmosphere to the public, serves as a tour guide for those visiting, helping to provide a better understanding of how Tucson developed from a fledgling territory into the thriving metropolis of today.

Qualifications: This candidate should have a strong passion and excitement for learning and teaching history. Candidates should be energetic and enthusiastic. Candidates should possess, strong writing skills, basic computer skills and Docents should have a sincere interest in people of all ages, a sense of flexibility and cooperation, a strong attention to detail, and a respectful attitude for all points of view. Upon completion of training, Docents should be comfortable, providing guided tours of the City of Tucson Archive.

Application and Selection Process: We reserve the right to close this recruitment without prior notification. Please complete the Volunteer Application, available through the City Clerk's departmental website at www.tucsonaz.gov/clerks or by calling 791-3221 or 791-3224. Applications will be reviewed and the most qualified will be selected for an interview. If you are invited to an interview and might require reasonable accommodation to participate, please advise City staff at the time you are contacted.

TO LEARN MORE: Debbi Al-Houssni 791-3221 Dalhoussni@tucsonaz.gov
Lisa Cole 791-3224 Lcole@tucsonaz.gov

APPLY: City of Tucson Elections Center
800 East 12th Street
Tucson, AZ 85719



**CITY OF TUCSON- CITY CLERK'S OFFICE
VOLUNTEER APPLICATION**

Position Applied for: _____

Name: _____

Address: _____ **City:** _____ **Zip:** _____

Home Phone: _____ **Cell Phone:** _____

Signature: _____

(I attest that all information below is accurate and true to the best of my knowledge)

1. Please list skills and experience that you possess which can be utilized in your volunteer service with the City Records Center Division of the City Clerk's Office. (Include education, work other volunteer experience, and training.)

2. Please list the hours you are available and the hours you prefer to do volunteer work at the City Records Center:

3. When would you be available to start volunteering with the City Clerk's Office?

4. How did you learn of this volunteer opportunity?

☐ Internet
☐ Employee notified me of opening
☐ I am a current/former employee
☐ PCOA
☐ Green Valley Library

5. Please list your Emergency contact:

Name: _____ Relationship: _____

Address: _____ Phone Number: _____

6. References: List two people, not related to you, whom you have known for at least one year:

Name: _____ Name: _____

Home Phone Number: _____ Home Phone Number: _____

Business Phone Number: _____ Business Phone Number: _____

Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

7. Have you ever been convicted of any crime? ☐ Yes ☐ No

If yes, nature of crime, date, and location: _____

I hereby apply for work as a volunteer with the City of Tucson. I understand that I will be expected to follow established policies and procedures and a mutually acceptable work schedule for a minimum of four hours per week. I will promptly notify my supervisor if I am unable to work as scheduled.

Certification of Applicant: I hereby certify that all answers to the questions on this application are true, and I understand and agree that any misstatement or omission of material facts contained in this application may disqualify me for a volunteer opportunity.

Applicant's signature: _____ Date: _____

Mail Applications to: City Clerk's Office
P.O. Box 27210
Tucson, AZ 84726-7210